



TOWN OF HUDSON

Water Utility Committee

Leo Bernard, Chairman

Ben Nadeau, Selectmen Liaison



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6002 • Fax: 603-881-3944

Meeting minutes of August 17, 2011

I. CALL TO ORDER

The meeting was opened by Chairman Leo Bernard at 5:00 PM in the Board of Selectman's conference room at Hudson Town Hall.

II. ATTENDANCE

The roll was called by recorder David Shaw:

Committee Members present:

Chairman Leo Bernard
Vice -Chairman Jeff Rider
Member Bernie Manor (Alternate)
Member Catherine Valley
Member David Jelley
Recorder David Shaw

Staff present:

Water Utility Clerk Valerie Marquez
Town Engineer Gary Webster

Absent:

Selectman liaison Ben Nadeau

III. PUBLIC INPUT – No input from the public was received

IV CONSENT ITEMS

A. Acceptance of Minutes

- 1.) Minutes of Water Utility Committee from May 18, 2011
- 2.) Minutes of Water Utility Committee from July 20, 2011

B. Financial Status

- 1.) Treasure's Report and cash flow, June 2011
- 2.) Expenditure report, May and June 2011
- 3.) Check register for June and July 2011

C. Operations Report (PWW)

- 1.) May 2011
- 2.) June 2011
- 3.) Year End report June 30, 2011

Motion made by David Shaw to remove consent item B3 for discussion.

Motion by David Jelley to accept remaining consent items (A1, A2, B2, B3, C1, C2, C3)

Seconded by David Shaw. Motion passed unanimously (5-0).

Consent item discussion –

Item B3 (Check register June 2011):

David Shaw requested clarification on check number 3001564 in the amount of \$350.00 to Friends of Benson Park Inc. In particular, if this was the abatement for the water meter discussed at last months meeting. *Valerie Marquez to investigate charge.*

V. OLD BUSINESS

Chairman Leo Bernard presented the draft letter to Pennichuck Water Works (PWW) Vice president Bernard Rousseau regarding clarification of dates and line items (gate valves and hydrant paintings) on the distribution operation report. With the committee in full approval of the draft, Chairman Bernard instructed recorder David Shaw to add the May 2011 report (page 9) for reference and forward the final draft to the chairman for signature.

VI. NEW BUSINESS

- A.) Abatement # W-UTL-10-22: for the Town of Hudson in the amount of \$1306.80.
Valerie Marquez explained the overcharge was due to a logic issue on some of the larger meters. Members noted this has been an ongoing issue. Motion by David Shaw to recommend the Board of Selectmen (BOS) approve abatement W-UTL-10-22 in the amount of \$1306.80.
Motion seconded by David Jelley. Motion passed unanimously (5-0).
- B.) Abatement # W-UTL-10-23: for Jodiann Iannelli, 24 Derry Road, in the amount of \$125.00.
Customer requesting abatement of shut-off fee. Valerie Marquez presented substantial records of both written and verbal communication with this customer, who also has delinquent account activity at a previous Hudson address. Motion by Jeff Rider to recommend the Board of Selectmen (BOS) deny abatement W-UTL-10-23 in the amount of \$125.00.
Motion seconded by David Shaw. Motion passed unanimously (5-0).
- C.) Abatement # W-UTL-10-24: for S.M Torrice, 24 Flagstone Drive, in the amount of \$171.60.
Customer requesting abatement of overcharge. Valerie Marquez explained the overcharge was due to a logic issue on some of the larger water meters. Members noted this has been an ongoing issue. Motion by David Shaw to recommend the Board of Selectmen (BOS) approve abatement W-UTL-10-24 in the amount of \$1371.60. Motion seconded by David Jelley. Motion passed unanimously (5-0).
- D.) Abatement # W-UTL-10-26: for Michelle Sancier, 11A Tammy Court, in the amount of \$125.00
Customer requesting abatement of shut-off fee. Valerie Marquez presented copy of shut-off notice. Customer claims bank sent electronic payment to incorrect WUC mailing address. However, WUC mailing address would have been provided by customer when setting up e-banking payment. Committee believes this is a customer-bank issue. Motion by Catherine Valley to recommend the Board of Selectmen (BOS) deny abatement W-UTL-10-26 in the amount of \$125.00.
Motion seconded by David Jelley. Motion passed unanimously (5-0).

- E.) Abatement # W-UTL-10-27: for Friends of Benson Park, in the amount of \$205.82
Non-profit organization requesting abatement of meter installation fee as recommended by town manager Steve Malizia. There was conflicting opinion on this abatement with some members believing that the restoration of Bensons park is important to the town and that the non-profit should be given consideration due to its work, while others felt allowing the abatement would be equivalent to the WUC subsidizing Bensons. All felt the meter fee abatement would be fair if the cost were divided amongst all taxpayers instead of PWW billing the WUC. Motion by Jeff Rider to recommend the Board of Selectmen (BOS) deny abatement W-UTL-10-27 in the amount of \$205.82. Motion seconded by David Shaw. Motion passed (4-0-1), with Catherine Valley in abstention.
- G.) Water service application revisions: Town Engineer Gary Webster presented the committee with an Inter-office memorandum requesting an increase of \$50.00 for meter installations (ref. attachment A). Gary also provided supporting documentation in the form of PWW invoice samples for 2010 and 2011. The average PWW charge for a 5/8" meter installation (based on sample invoices) was \$316.18 in 2010, but increased to \$376.57 in 2011. Since the 5/8" meter installation fee is only \$350.00, the WUC is now losing money on each installation. Motion to recommend the Board of Selectman (BOS) approve the new fee schedule made by David Shaw. Motion seconded by David Jelley. Motion passed unanimously (5-0).

VII. OTHER BUSINESS

PWW letter: Chairman Leo Bernard presented the draft letter to Bernard Rousseau (VP of PWW sales and service and solicited feedback from committee members on the content. With all committee members in approval, the chairman instructed recorder David Shaw to add an electronic copy of the referenced May 2011 dist. ops. to the letter before forwarding for signature.

General Ledger: Jeff Rider commented on the *general ledger by account* time frame. The date listed on the top of the page is *2011 to 2011*, but the ledger activity covers 1/2010 to 7/2011. Gary Webster believes the time frame should be *July 1, 2010 to June 30, 2011*.

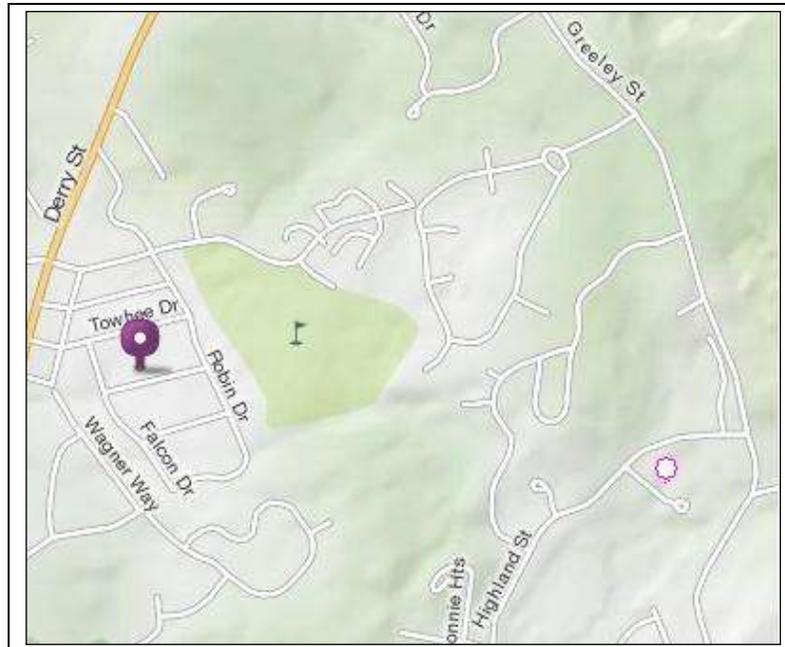
Capital Improvement Plan (CIP): Jeff Rider inquired about discussion of CIP items. Gary Webster stated he has compiled the 2010 CIP list, but the BOS is not doing a CIP this year. Among the items of concern:

- Chemical storage
- Well testing
- Gordon street tank
- Londonderry water line

Gary Webster to present current line items at September WUC meeting.

VII. OTHER BUSINESS (cont.)

Change in sampling point: Jeff Rider brought up the sampling point location change (from March 2011 meeting). Gary Webster indicated the location change could have been due to a bad sampling point (similar to the Tru-Value location, where the sample was taken from a utility sink) or change in access at the current site. Gary Webster to review location change with PWW.



Map of sampling area:
White dot is 181 Highland Street.
Circular flag is 6 Mockingbird Lane

Water conservation: Jeff Rider presented an article from the Lowell Sun regarding low maintenance hybrid grass seed being sold by the Littleton Water Department (http://www.lowellsun.com/todaysheadlines/ci_18675267) in an effort to reduce water consumption. The Premium ultra-low maintenance lawn seed (<http://www.pearlspremium.com>) claims to require water and cutting only once a month. The committee consented to investigate purchasing options for this product.

Water ban notifications: Chairman Leo Bernard noted the annual water ban (May – Nov.) notification was neither posted online nor included in monthly billing statements. Jeff Rider believes the BOS needs to officially invoke the ban before notifications are made, suggesting future BOS reminders be sent in April.

VIII. REMARKS BY COMMITTEE MEMBERS

Chairman Leo Bernard: None
Vice -Chairman Jeff Rider : None
Recorder David Shaw: None
Member David Jelley: None
Member Catherine Valley: Inquiry regarding new water sources, which was updated by Gary Webster.
Member Bernie Manor: None

IX. REMARKS BY SELECTMAN & STAFF

Gary Webster updated the committee as follows:

102 extension - Proposal to charge a higher access fee along this corridor, partially due to the 12" line and pumping station requirements. Gary will be meeting with selectmen to discuss a 10-yr payback period instead of the current 5-yr period.

Weinstein well- More cost effective to replace well than repair casing.
Existing wells continued to be monitored.

New wells – Continued exploration this fall.

X. NEXT MEETING September 21th, 2011 in the BOS meeting room @ 5PM

XI. MEETING ADJOURNMENT

Motion by Vice chairman Jeff Rider for adjournment.
Motion seconded by David Jelley. Motion passed unanimously (5-0).
Meeting adjourned at 6:10 PM

Leo C. Bernard, Chairman Water Utility Committee

Attachment A – Inter-office memorandum:



TOWN OF HUDSON
ENGINEERING DEPARTMENT



12 School Street • Hudson, New Hampshire 03051 603-886-5098 • Fax 603-864-1142

INTEROFFICE MEMORANDUM

TO: Water Utility Committee
FROM: Gary Webster, Town Engineer *GW*
DATE: July 27, 20
RE: Water Service Application Revisions

Engineering Department is requesting the increase of the meter installation, due to increase in materials and supplies from the Pennichuck Water Works invoices. Listed below are the new meter size fees. I have attached a few samples of the invoices we have been receiving lately.

<u>SIZE</u>	<u>OLD FEE</u>	<u>NEW FEE</u>
5/8"	\$350.00	\$400.00
3/4"	\$450.00	\$500.00
1"	\$500.00	\$550.00
1 1/2"	\$750.00	\$800.00
2"	\$1,000.00	\$1,050.00
3"	\$1,000.00	\$1,050.00

>3" *Cost to be determined at time of application (plus parts).

Please review and approve the new Residential and Non-Residential Application.

Leo Bernard, Chairman

Date